

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

Homebuilder and Home Improvement Contractor City Registration

Once a homebuilder has registered with the Texas Residential Construction Commission (TRCC), they must register with the City of San Antonio Development Services Department in order to be able to obtain City building permits for work in the City.

1. Fill out the Homebuilder and Home Improvement Contractor Registration Form. Be sure to provide the business name **as registered with the State.**
2. Provide the State registration number, date of registration and expiration date.
3. Provide contact information for the registered agent. If the registered agent changes, please be sure to notify this department.
4. Authorized agents provided on the registration will have the ability to utilize online services for the registered company through the DynamicPortal.
5. Mail registration form and a check for \$75 local registration fee to:

***Development Services Department
City of San Antonio
P.O. Box 839966
San Antonio, TX 78283-3966
ATTN: Field Operations***

Your local registration will be valid for one year, from the date of issuance. The registration should be renewed yearly.



City Of San Antonio
Development Services Department
1901 S. Alamo
San Antonio, TX 78204

INTAKE STAFF INFO

STAFF NAME: _____

DATE PAID: _____

EXP. DATE: _____

HOMEBUILDER AND HOME IMPROVEMENT CONTRACTOR REGISTRATION

APPLICANT INFORMATION

BUSINESS NAME:

(AS REGISTERED WITH THE STATE)

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL ADDRESS:

PHONE:

STATE REGISTRATION
NUMBER:

REGISTRATION DATE:

EXPIRATION DATE:

REGISTERED AGENT

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL ADDRESS:

BUS. PHONE:

AUTHORIZED AGENTS (AC# is City applicant contact number)

NAME:

TITLE:

AC#:

EMAIL ADDRESS:

ADDRESS:

CITY:

STATE:

ZIP:

NAME:

TITLE:

AC#:

EMAIL ADDRESS:

ADDRESS:

CITY:

STATE:

ZIP:

NAME:

TITLE:

AC#:

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